

**DRAFT**



**WEARE BOARD OF SELECTMEN  
MEETING MINUTES  
January 13, 2014**

**PRESENT:** TOM CLOW, CHAIRMAN; RICHARD W. BUTT, VICE CHAIRMAN; JOHN LAWTON, SELECTMAN; JAMES LEARY, SELECTMAN; KEITH R. LACASSE, SELECTMAN

**RECORDING SECRETARY:** Cherry Palmisano

**TOWN ADMINISTRATOR:** Naomi Bolton

**GUESTS:** Tina Connor

**7:10 p.m. Chairman Clow called the meeting to order.**

**MEETING MINUTES**

**Chairman Clow moved, Vice Chairman Butt seconded to approve the minutes of January 6, 2014 as amended. Passed 5-0-0**

**FINALIZE 2014 BUDGETS AND PROPOSED WARRANT ARTICLES**

The bottom line for the fuel number was \$124,384.06 with all departments credited. After all items that were not fuel were taken out of the line, the fuel line totaled \$118,371. Vice Chairman Butt is concerned that the proposed fuel budget for the Highway Department does not reflect the past 3-4 years of usage. It was noted that Mr. Redmond requested an increase, but did not specify an amount, because the line was overspent. \$118,371 was the actual fuel expenditure for the Highway Department which was approximately \$10k over what was in the fuel budget. Due to the storms there was \$33k spent on fuel just in the month of December. The budget amount can be discussed at the budget hearing.

Town Administrator Bolton told the Board there is an invoice from Spaulding Hill for anti-virus which will expire at the end of January and will cost \$2,040.00. The anti-virus will cover all computers at the Town Office, DPT, Fire, and Police Departments.

There is an employee leaving to go to another town who has a fair amount of vacation, bonus time, and floating holidays on the books. The employee's accruals total \$4945.18 and will be included in Line 490 Hwy-Vaca/Bonus Accruals in both the proposed and default. Vice Chairman Butt mentioned that when they were faced with money that had to be paid out for a retirement they discussed putting aside funds. There is not much in the fund. The Employee Retirement Fund balance is \$6,337, therefore the payout for this employee's accruals will come from the Capital Reserve Fund and not be put in the proposed and default budgets.

Town Administrator Bolton said that there was an issue with the heat at the Town Hall a couple of weeks ago. The fire alarm company that currently monitors the Town Hall also has the ability to monitor for freeze alarm warnings. The quote to install the alarm panel and low temperature device at the Town Hall is \$648. There is also a quote to install a freeze alarm at the Stone Building for \$798. The cost for freeze alarms in both buildings is \$1,446 and Town Administrator Bolton is proposing that the funds be expended from the Government Building and Maintenance Fund. There would be an annual cost of \$384 to monitor the freeze alarm at the Stone Building, which would have to go into budget. The problem with the water at the Stone Building was fixed and does not get used in the winter and possibly could be shut off for the winter months. Town

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Administrator Bolton will check on the hot water for the Stone Building. The Town Hall is definitely a problem when it freezes and there would be no additional monitoring charge for the freeze alarm.

There is a \$57,000 difference between the default and proposed.

Chairman Clow mentioned that there is a good possibility of changing the insurance plan, but they will not know until after the vote if the articles pass. It could be noted in the article that "if this article passes the operating budget will be reduced by so much." There is a projected savings with new insurance, but if the Highway Department collective bargaining passes and the Police collective bargaining doesn't pass the operating budget will stay as it is. If one passes and one fails they all still have to stay on the same plan. Vice Chairman Butt asked if there is another broker besides Primex that can give them another insurance plan. The collective bargaining agreements are also multi-year, which needs to somehow be explained that if they pass it is not just a one year savings. For now they can only leave the old figures for insurance in there, because that is all that is known. It was discussed that the Town Administrator will contact a broker as a fallback so that the town will not lose the savings for everyone else if one article does not pass. Vice Chairman Butt would like to know what the savings will be if the both the collective bargaining agreements pass. They need to know the dollar savings to explain to the voters that if those two articles pass the operating budget will be reduced by that amount.

Tina Connor told the Board that she spoke with both the Town Clerk and Tax Collector and the 2014 projected revenues went from \$155k to \$180k in the interest and penalties on property tax line 01-319001-001. There were a lot of large tax bills cleaned up this year. Vice Chairman Butt said that the Board spent a lot of time discussing payment plans and if people complied it would have increased their monthly payments. He mentioned that explanation from the Town Clerk was excellent. When a lien is executed any interest as of that date becomes a tax, interest and penalties are recognized as revenue, not necessarily cash in hand and could be a receivable on the books.

Vice Chairman Butt asked about flood control. The revenue received was \$18k over the past three years and increased to \$55k in 2013.

There is a balance of \$54,896.14 remaining in the 2013 budget, not including the FEMA money. Town Administrator Bolton informed the Board that there are three computers left in the building that need replacing and she received a quote for \$3,461 to replace them. The police chief would like to purchase seven Toughpads for \$23,776.09 with locking cradle mounts, keyboards, installation, and configuration. It was noted that the Toughpads did not go out to bid and the price came from the vendor that is doing the IT and server work at the Safety Complex. The police chief would also like to purchase five cameras for the cruisers for a total of \$21,015. It was discussed that if they are going to encumber this money it needs to be done soon. Vice Chairman Butt would rather spend from the operating budget and not utilize the FEMA money for these purchases. After expending funds to Spaulding Hill for seven Toughpads at \$23,776.09, three desktop computers for Merry Rice, Tim Redmond, and Town Administrator Bolton for \$3,461, and \$21,015 to Digital Allie for five cameras for a total of \$48,252.09 there would be \$6,600 remaining in the 2013 operating budget plus the FEMA money.

Selectman Lawton is concerned with the price and amount of memory on the three quoted computers.

Vice Chairman Butt thinks that everyone should have the same computers, same operating systems, with one server for them all and be scheduled to be replaced every 3-5 years.

It was determined that the invoices could be a placeholder and changes could be made if another vendor with lower prices can be located. Once there is a purchase order and it has been encumbered they will have the year of 2014 to spend it.

**Chairman Clow moved, Vice Chairman Butt seconded to encumber up to \$23,776.09 to purchase of seven Toughpads with cradle mounts, keyboards, and necessary installation.**

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Selectman Lacasse prefers that the purchase of seven new Toughpads be a separate warrant article to go before the voters. Chairman Clow said that because they are replacements it gives them authority to replace them. Vice Chairman Butt said that the replacement does not need to be voted on by the voters. Selectman Lacasse prefers that this particular item go before the voters. Vice Chairman Butt said that this is equipment that is needed for the Police Department and is necessary to what they need to do. Selectman Leary said if they knew that they would need to be replaced down the road, why wasn't it figured into the budget. Vice Chairman Butt said because the department head did not put it in the budget and this process of applying end of the year funds to needed items is not a new process. Chairman Clow sees this as part of the package to rebuild the department. The video cameras are also being replaced. Selectman Lacasse said that they know that for at least one camera it was harmed by an individual. Vice Chairman Butt does not think they should penalize the person that is now in charge of the department; the equipment is needed.

### **Passed 4-1-0; Selectman Lacasse was opposed.**

Vice Chairman Butt commented that there was an attempt to sell the cameras. The status of selling the cameras is unknown. It is against the town's purchasing policy to sell or dispose of town property. Selectman Lacasse asked that if the cameras are good enough to sell, why not suggest they be put back in place. Vice Chairman Butt said to encumber up to an amount, but also request that the chief tell them why they can't use the existing cameras. Chairman Clow said that the cameras are old and might not be compatible with the software or operating system.

### **Vice Chairman Butt moved, Chairman Clow seconded to authorize the purchase of up to \$21,015 to purchase five new video cameras for the police cruisers.**

The Board discussed that they are approving an amount up to and if it is determined that the old equipment functions then the money will not be spent. Vice Chairman Butt mentioned the possibility of having Spaulding Hill look at the old cameras.

### **Passed 3-2-0; Selectman Lacasse and Selectman Leary were opposed.**

The request for \$3,461 is for three computers, one complete with a monitor, keyboard and mouse. There is no request this year to put funds into the capital reserve. Chairman Clow said that they should look at putting a minimal amount into that computer capital reserve.

### **Chairman Clow moved, Vice Chairman Butt seconded to encumber \$3,461 for the replacement of three computers, one of which is a complete unit with monitor, keyboard and mouse, and the other two are just towers.**

Selectman Lawton does not see the problem that Town Administrator Bolton is having with her computer as a hardware problem. The Board discussed that this brings up the issue that they don't have someone to review these IT problems. The service agreement for computer service every other Tuesday is in the budget. Selectman Lawton noted that new hardware will not always solve the problem, it could be a software problem.

### **Passed 5-0-0**

Town Administrator Bolton mentioned the generator for the Town Office, the new boiler for the Town Hall for \$12,500, and the lead paint removal and painting of the Town Hall for \$16k. She mentioned that there was previous discussion to get a price to work on the gazebo before the 250<sup>th</sup> celebrations. Chairman Clow said that he would like to see the railings replaced. Selectman Leary said that he offered to do the work several years ago for free and the hold up was the leveling of the gazebo. Video monitoring the gazebo for vandalism was discussed. Town Administrator Bolton can get a price for fixing the rails and painting the gazebo. Chairman Clow thinks that they should pay the price to have it professionally done. Selectman Lacasse said that for structural work then a professional would be needed, but replacing banisters and painting a professional is not needed. If the highway building is approved than that generator would be relocated to the Town Office. Vice

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Chairman Butt prefers putting the generator off. There is currently \$61k in the Government Building and Maintenance Fund. The front deck needs to be resurfaced on the Town Office. Town Administrator Bolton will get a rough number for the gazebo and the handicap ramp for the Town Office. Vice Chairman Butt thinks that the gazebo and ramp could be covered by what is currently in the fund.

### **ADMINISTRATIVE REPORT**

The Board approved \$5,701.00 for the Library Trustees for the carpet for the Library on December 16, 2013, which requires signatures from the Board for the funds to come from the Capital Reserve Fund.

The Board needs to appoint a Health Officer and Deputy Health Office from the state. Kelly Dearborn-Luce is currently the Health Officer and Chip Meany is currently the Deputy Health Officer and both are willing to continue.

**Selectman Lacasse moved, Selectman Leary seconded to re-appoint Kelley Dearborn-Luce as Health Officer for a one year term. Passed 5-0-0**

**Selectman Lacasse moved, Selectman Leary seconded to re-appoint Charles F. Meany as Deputy Health Officer for a one year term. Passed 5-0-0**

The managed care contract with Spaulding Hill, which is in the proposed and in the default budget requires one signature on the contract, typically the chair.

**Selectman Leary moved, Selectman Lacasse seconded to allow the Chair to sign the Spaulding Hill Safety Net Manage Services contract for \$10,400. Passed 5-0-0**

### **CORRESPONDENCE**

Selectman Lacasse said that there was a consequence to a decision that was made regarding the conditions of the roads. The roads are not always being monitored and because of that the weather produced icy roads and resident complaints. The Public Works Director, Mr. Redmond, suggested paying him a stipend to ride the roads on questionable nights and call in his men if needed. Selectman Lacasse said that he is not opposed to a stipend on those days that the forecast shows bad weather potential. Vice Chairman Butt commented that they can't expect the police to monitor all the road conditions. The Board discussed this would be a temporary situation on nights that the forecasted weather has potential for something to happen to the road conditions. Mr. Redmond's salary will be divided to determine an appropriate hourly wage for the stipend and it was noted that he works more than 40 hours in a week.

**Selectman Lacasse moved, Selectman Leary seconded to assign the Highway Director, Tim Redmond, to patrol the streets on nights of inclement weather to evaluate the conditions of the roads when the weather is pending and will be paid \$31 per hour. Passed 5-0-0**

**Chairman Clow moved, Selectman Lacasse seconded to enter into non public session @ 9:35 p.m. pursuant to the authority granted in RSA 91-A:3II (c). A roll call vote was taken, Vice Chairman Butt – yes; Selectman Lawton – yes; Selectman Leary – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 5-0-0**

**The Board discussed how employee reimbursements for education expenses are supposed to work for specific employees.**

**Selectman Lacasse moved, Chairman Clow seconded to come out of non-public session @ 9:48 p.m. A roll call vote was taken, Vice Chairman Butt – yes; Selectman Lawton – yes; Selectman Leary – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 5-0-0**

### **ADJOURNMENT**

A True Record.

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Cherry Palmisano, Recording Secretary